

C.I.G. Administrative Instructions 20-26

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UNCLASSIFIED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO.

24 February 1949 STATINTL

SUBJECT: Restoration of Federal Employees Pursuant to the Selective Service Act of 1948.

1. a. Individuals who have left positions in the Executive Branch of the Federal Government subsequent to 24 June 1948 to enter on active duty with the Armed Forces of the United States, or who do so in the future, will be furloughed or separated at their option.

b. Upon release from such active duty they will be entitled to all benefits provided by law for employees furloughed for military service.

2. The legal responsibilities of CIA in this matter will be administered as indicated below:

a. The component in which the individual is employed at the time of entry into active service with the Armed Forces will:

(1) Prepare and forward Form No. 37-3 to the Personnel Office at the time the employee first receives his induction notice or official notice of his enlistment.

(2) Consider each employee on military furlough for any promotions or other personnel actions at the time he would normally have been eligible.

b. The Personnel Officer will:

(1) Establish and maintain a separate file for each employee which will contain a copy of the employee's job description, specifically identifying his position by title, service, series, grade, and organizational location. Each position description will be signed by the employee indicating that he has read and approved it, and upon return from military furlough it will be available to him for review.

(2) Select a position of comparable grade to which the employee will be assigned in the event of any reorganization within CIA which affects the position he held at the time of MLWOP. The Personnel Officer will record this information on official records.

(3) Reassign the employee to a comparable position within the Agency or transfer him to another appropriate agency if applicable. If the Agency is abolished and its functions not transferred, the Personnel Officer will furnish the Civil Service Commission a record of all such employees. This list shall contain the names of the employees, the dates of birth, positions, grades, salaries and the organizational units in which the individuals were employed.

(4) Insure compliance with the following provisions:

(a) Any person who leaves a position subsequent to 24 June 1948, for induction into the Armed Forces, for a first enlistment in the Armed Forces or the Coast Guard (other than Reserve components), for not more than three (3) years, or for call to active duty in the Armed Forces, the Coast Guard or the Public Health Service, and who at the end of three (3) years or as soon thereafter as possible, receives a certificate of satisfactory completion of training and service and who makes application for reemployment within ninety (90) days after release from active duty or from hospitalization continuing after discharge for not more than one (1) year shall, if qualified, be restored to the position which he left, or to a position of like seniority, status and pay. If the employee is not qualified to perform the duties of any other position in the Agency, he must be placed in that position in such a way as to provide him like seniority, status and pay or the nearest approximation thereof consistent with the circumstances in his case.

(b) Should two or more persons be entitled to restoration to the same position, the person who left the position first shall have the prior right to that position. The second person shall be restored to a comparable position for which qualified.

(c) Restoration shall be made as soon as possible, and in no event later than thirty (30) days after the veteran's application is received in the Agency.

(d) 1. Any person on military furlough who was promoted while on military service must be restored to the promotion position.

2. Where an employee has been promoted or assigned to another position, the reemployment rights and benefits shall extend to that position.

(5) Notify the individual concerned, in writing, in any case of refusal or failure to restore him, and furnish a copy of the notification to the Civil Service Commission.

3. Should the Agency be abolished upon or prior to his return or if restoration is not possible for any reason, the veteran should appeal to the Civil Service Commission where appropriate action will be taken.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



STATINTL

Captain, "SN
Executive

DISTRIBUTION: ALL CIA EMPLOYEES

STATINTL

STATINTL

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO						INITIALS	DATE
1						BY HAND	
2	Man. Officer						
3							
4							
5							
FROM						INITIALS	DATE
1	Perso					K	2/18
2							
3							

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: Doug.
Concur.
K.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

2/11

ERTH

Yes, I saw the original draft. Have made some suggested changes on pp. 2, 3 if condensation is the aim. We discussed this with [redacted] in reference to provision of Act that person restricted to old job after induction could not be removed without cause for 1 yr. after return. Remember it was decided to omit. CNP

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO				INITIALS		DATE	
1		<i>Gen Counsel</i>		<i>LPH</i>			
2		<i>Acting Exoc</i>		<i>DS</i>		<i>14 Feb</i>	
3		<i>Management Office</i>					
4							
5							
FROM				INITIALS		DATE	
1		<i>Acting Exoc</i>		<i>DS</i>		<i>11 Feb</i>	
2							
3							

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input checked="" type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: *Does this meet our legal obligations.*
DS

yes, but I am forwarding CWP's comments on condensation for your consideration. *LPH*

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FORM NO. 30-4
SEP 1947

DRAFT - 8 Feb 49

24 Feb 1949

STATINTL

ADMINISTRATIVE INSTRUCTION
NO.

STATINTL

SUBJECT: Restoration of Federal Employees Pursuant to the Selective Service Act of 1948.

1. a. Individuals who have left positions in the E of the Federal Government subsequent to 24 June 1948 to enter on active duty with the Armed Forces of the United States, or who do so in the future, will be furloughed or separated at their option.
 - b. Upon release from such active duty they will be entitled to all benefits provided by law for employees furloughed for military service.
2. The legal responsibilities of CIA in this matter will be administered as indicated below:
 - a. The component in which the individual is employed at the time of entry into active service with the Armed Forces will:
 - (1) Prepare and forward Form No. 57-3 to the Personnel Office at the time the employee first receives his induction notice or official notice of his enlistment.
 - (2) Consider each employee on military furlough, for any promotions or other personnel actions ^{at the time} ~~for which~~ he would normally have been ^{eligible} ~~considered~~, ~~effective as of the date it would have been made~~ ~~had the employee not been absent on military duty.~~
 - b. The Personnel Officer will:
 - (1) Establish and maintain a separate file for each employee which will contain a copy of the employee's job description, specifically identifying his position by title, service, series, grade, and organizational location. Each position description

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will be signed by the employee indicating that he has read and approved it, and upon return from military furlough, ^{it} will be available to him for review.

(2) Select a position of comparable grade to which the employee will be assigned in the event of any reorganization within CIA which affects the position he held at the time of MLWOP. The Personnel Officer will record this information on official records.

(3) Reassign the employee to a comparable position within the Agency or transfer him to ^{another} ~~the~~ appropriate agency if applicable. If the Agency is abolished and its functions not transferred, the Personnel Officer will furnish the Civil Service Commission a record of all such employees. This list shall contain the names of the employees, the dates of birth, positions, grades, salaries and the organizational units in which the individuals were employed.

(4) Insure compliance with the following provisions:

(a) Any person who leaves a position subsequent to 24 June 1948, for induction into the Armed Forces, ^{a first} for enlistment in the Armed Forces, or the Coast Guard, (other than Reserve components), for not more than three (3) years, or for call to active duty in the Armed Forces, the Coast Guard or the Public Health Service, ^{at the end of 3 years or as soon thereafter as possible,} and who receives a certificate of satisfactory completion of training and service and who makes application for reemployment within ninety (90) days after release from active duty or from hospitalization continuing after discharge for not more than one (1) year shall, if qualified, be restored to the position which he left, or to a position of like seniority, status and pay. If the employee is not qualified to perform the duties

does this apply
to all?
107

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of any other position in the Agency, he must be placed in that position in such a way as to provide him like seniority, status and pay or the nearest approximation thereof consistent with the circumstances in his case. ~~Persons who enlist in the Armed Forces or the Coast Guard shall be entitled to restoration benefits, if they do not voluntarily extend their enlistment. Persons called to active duty shall be entitled to these benefits provided they are relieved from active duty not later than three years after date of entrance thereon or as soon thereafter as release from active duty can be obtained.~~

Suggest
deletion -
covered by
previous
insertion

(b) Should two or more persons be entitled to restoration to the same position, the person who left the position first shall have the prior right to that position. The second person shall be restored to a comparable position for which qualified.

(c) Restoration shall be made as soon as possible, and in no event later than thirty (30) days after the veteran's application is received in the Agency.

(d) 1. Any person on military furlough must be restored to the ^{position} ~~position to which he~~ ^{who} was promoted while on military service.

2. Where an employee has been promoted or assigned to another position, the reemployment rights and benefits shall extend to that position.

(5) Notify the individual concerned, in writing, in any case of refusal or failure to restore him, and furnish a copy of the notification to the Civil Service Commission.

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3. Should the Agency be abolished upon or prior to his return or if restoration is not possible for any reason, the veteran should appeal to the Civil Service Commission where appropriate action will be taken.

FOR THE DCI:

DISTRIBUTION: ALL CIA EMPLOYEES

Note: Concurred in by Personnel and Management Offices, prior to this attempt at condensation.

ga

1. a. Individuals who have left positions in the Executive Branch of the Federal Government subsequent to 24 June 1948 to enter on active duty with the Armed Forces of the United States, or who do so in the future, will be furloughed or separated at their option.

b. In either case they will, ^{upon release from such active duty, be entitled to} all benefits provided by law for employees furloughed for military service.

2. The legal responsibilities of CIA in this matter will be administered as indicated below:

a. The component in which the individual concerned is employed at time of entry into active service with the Armed Forces will:

- (1) Prepare Form 37-3 - etc
- (2) Consider each such employee for - etc

b. The Personnel Office will

- (1) Establish - maintain - etc
- (2) Select - etc
- (3) Reassign - etc

c. (4) Ensure compliance with the following provisions:

- (a) Any person - etc
- (b) Should two or more - etc
- (5) Restoration - etc
- (4) (2) Any person etc

(2) Where an employee has been pro - etc

(5) Notify the individual concerned, in writing, in any case of refusal or failure to restore him, and furnish a copy of the notification to the CSC.

3. Should the Agency be abolished - etc -